



Educational Leadership Team Meeting

Summer Institute: September 17, 2008 Minutes

1 **Attendance:** Judy DeNova, Mike Deweese, Rob Reardon, Deb Robbins, Barbara Hyland, Tom
2 Bochanski, Michelle Rath, Laurie Singer, Paul O'Brian, Tom Faris, Bob Travers, Dawn Gruss, Louise
3 Strong, Linda Keating, David Wells, Lauren Kirby-Couillard, James Paterson (arrived 3:40 p.m.)
4

5 **Others Present:** Kristen Rhodes
6

7 Judy DeNova called the meeting to order at 3:30 p.m.
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9 **Team Work**

- 10 • Principles of Leadership Tenets

11 The team reviewed the proposed modifications to the Principles of Leadership tenets made by Laurie
12 Singer and Dawn Gruss. Members consented/dissented to each item for final adoption by the team.

- 13 1. The nature of our communication with others is as important as what we communicate.
14 a. *Adopted via consensus.*
- 15 2. Significant growth in leadership potential as an individual [often] occurs through systemic,
16 organizational interaction with other leaders.
17 a. *Adopted via consensus, with the addition of the word "often."*
- 18 3. Leadership teams benefit when a common set of [21st century] skills and practices are [acquired]
19 by each member in order to be responsive and collaborative decision makers as a whole.
20 a. *Adopted via consensus, with the addition of the words "21st century" and "acquired."*
- 21 4. Recognizing our individual aptitudes as leaders can create opportunities for building a well
22 rounded, cohesive leadership framework within our ELT.
23 a. *Adopted via consensus.*
- 24 5. Knowing our schools, our roles, our responsibilities as part of a preK-12/tech. continuum, ensures
25 we can make well informed, student-centered decisions as an ELT.
26 a. *Adopted via consensus.*
- 27 6. Embracing the CCSU mission and vision statements serves as the basis of our individual and
28 collective leadership work.
29 a. *Adopted via consensus.*
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31 **Universal Classroom**

- 32 • 21st Century Universal Classroom Study Proposal

33 The team reviewed the handout provided by Linda Keating regarding the proposal from the Universal
34 Classroom (UC) sub-committee. This proposal outlines a timeline of activities for ELT members to
35 actively participate in to reach a common level of understanding of UC components. There are several
36 stages of the proposal, including: desired results, acceptable evidence of understanding, and progress.
37 There was discussion about what the research activity looks like and how ELT members will have the
38 opportunity to discuss and review the research together. The possibility of receiving credit at an SDI/LDI
39 level was also discussed. To help align the research activity to the ELT meetings, the research will be a
40 standing agenda item, giving time at each ELT meeting to craft a common belief statement regarding UC.
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42 Kristen Rhodes and Cindy Remy presented ccsuelt.blogspot.com to the team. This blog was created
43 specifically to serve as a forum for ELT members to participate in active discussion regarding the
44 research. This blog will feature the use of several Google applications, including "GoogleDocs," an on-
45 line collaborative document sharing forum. They asked ELT members to sign up for Gmail accounts, as
46 blogspot is operated through Google.

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21st-Century Learning

- Convocation DVDs

DVDs of the August 22 convocation will be distributed to each school principal. Mike Dewese stressed that these DVDs could not be reproduced and were only to be accessed by teachers and administrators.

- Connectivity Core Leadership Team Plan

The team reviewed the goals outlined within the Core Leadership Team Plan. The Core Team will help to move the “Connectivity21” work forward throughout CCSU. They will look at the input/feedback loop and will develop a communication plan.

- 21st-Century Food Service

The team reviewed the benefits students who participate in the Free and Reduced Meal Program receive. They also reviewed the “21st-Century Food Service” document provided by Bob Clifford. Judy DeNova noted that Bob Clifford is helping to lead a consortium of Food Service Directors throughout the state, representing approximately 120 schools, in various food service initiatives.

- Supervision and Evaluation Forms

David Wells led a discussion about what 21st-century learning is and how this concept can be embedded within the S&E process. He noted that technology is just a small part of the “big picture” within all the core subjects and that technology does not have to be the starting place for many teachers. He demonstrated how to help teachers create an intentional connection between goal setting and each 21st-century skill.

Additionally, Judy DeNova and David Wells asked the team to consider if the skills labeled as “distinguished” should really be considered “basic.” The team then reviewed ideas for SMART goals and how those goals can be used in a 21st-century learning environment. David Wells offered a SMART goals template for ELT members to use.

Action Planning Timeline

- 2008-2009 School Demographic Profile

The 2008-2009 school demographic profiles are due to Cindy Remy on the following dates:

- September 26: Westford School
- October 3: All Essex Junction Schools
- October 10: All U46 Schools

This information will be provided to school boards at their October meetings. Judy DeNova asked schools to use enrollment data from October 1 (October 15 for CTE).

Task Team Report Out

What task teams need to continue, be revised, or charged with a task?

Dan Ryan noted that the Safety Task Team completed the task it had been charged with (the creation of the safety manual) and has been dormant for one year. However, it was noted that some of those task team members were participating in monthly school safety meetings. As a result, Kevin Barber will convene members of this task team to review and come up with a charge centered on creating a feedback loop between the school safety meetings and the ELT meetings.

Judy DeNova noted that the Educational Records Team has nearly completed its work. She also noted that Erin Maguire is interested in continuing to lead the Pyramid of Interventions Task Team, modified to become the Educational Support System Task Team. Judy DeNova spoke about the \$350,000 training opportunity available through the StudentsFIRST grant.

97 Other task teams that have been created include: Supervision and Evaluation, Handbook, and
98 Reconfiguring Teacher of the Year Process. Other items, such as homework and grading, will be
99 incorporated with the Universal Classroom discussions throughout the year. Additionally, members of
100 the ELT felt the need to create a more solid feedback loop with the CCSU board policy sub-committee.
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102 The team decided that a list of all current task teams, along with a summary of the charges of those teams,
103 will be provided for the next ELT meeting. At that time, the ELT will decide which task teams should
104 continue or be modified.
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106 Dan Ryan reminded the team that the school safety inspection reports are due to Grant Geisler on October
107 15.
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109 **Consent Agenda**

110 The Consent Agenda consisted of meeting minutes from September 3, 2008.
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112 *Rob Reardon moved and Dan Ryan seconded the motion to approve the Consent Agenda. The motion*
113 *passed unanimously.*
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115 The team adjourned at 5:30 p.m.
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117 **Future Agenda Items**

- 118 • DoE LEA Report
- 119 • Task Team Review
- 120 • Policy Sub-Committee Update
- 121 • Communication Protocols (including Messaging guidelines)
- 122 • Student E-Mail Accounts
- 123 • EAP Training
- 124 • Student Records Task Team Report/Recommendations
- 125 • Policy – Animal Dissection
- 126 • Policy Governance Model
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128 **Outstanding Tasks**

- 129 • By next Friday (September 26) please sign up for a Gmail account. Notify Kristen Rhodes of what
130 your Gmail is so you can be set up on the ELT blog
- 131 • E-mail Judy with comments on the Core Leadership Team handout
- 132 • Send me your completed school demographic data sheet
- 133 • Kevin B. will convene the Safety Task Team to discuss the team's charge
- 134 • Judy will create a summary of each task team for inclusion in materials for an upcoming ELT
135 meeting